

**U.S. Department of Education
SY 2009-10 Civil Rights Data Collection**

ADVANCE WEB SITE INSTRUCTIONS

The U.S. Department of Education will conduct the next collection of the Civil Rights Data Collection (CRDC) during school year (SY) 2009–10 with a survey of approximately 7,000 local education agencies (LEAs). In early December 2009, the Department sent a letter to the superintendent of each LEA that is in the SY 2009-10 CRDC sample, informing them of their mandatory participation in this survey and providing a login ID and password.

There are three phases of the SY 2009-10 CRDC—first the LEA profile update on the Advance Web Site and then the actual CRDC survey data collection, collected in Part 1 and Part 2.

As the first phase, it is essential that the LEAs in the sample provide/verify their LEA profile, including contact personnel and school identification. This is done through the CRDC Advance Web Site. The superintendent must complete the requested profile update or promptly provide this information to the office or staff person who will be responsible for responding to the survey.

If the district named in the letter is closed, merged fully into another district, or is otherwise completely **non-operational** for school year 2009–10, the recipient of the letter must immediately contact the Department's Partner Support Center for instructions on how to proceed. Please call 1-877-HLP-EDEN (1-877-457-3336).

Purpose of the CRDC Advance Web Site:

- (1) For LEAs to provide contact names and information in advance of the CRDC survey.
- (2) For LEAs to verify the status of their schools and make changes if necessary so that the actual survey will be initialized with the proper set of schools.
- (3) To provide LEAs with advance information about the actual CRDC survey.

The CRDC Advance Web Site is not the actual Civil Rights Data Collection, but it is a critical preparation step that is required of every district that is in the sample for the CRDC. The Advance Web Site is completely separate from the survey, is on a different schedule, and is located at a different URL from where the survey will be located.

Advance Web Site:

Timeframe: opens December 1, 2009, through January 15, 2010.

URL: www.crdc2009.org

Login ID and password: See the upper right corner of the letter to your superintendent.

The CRDC Survey Part 1:

Timeframe: opens March 1, 2010; due May 7, 2010.

URL: To be provided

Login ID and password: Use same login ID and password used for the Advance Web Site.

The CRDC Survey Part 2:



Timeframe: October – December 2010; exact dates to be determined.

URL: To be provided

Login ID and password: Use same login ID and password used for the Advance Web Site.

Login screen.

Use the login ID and password from the letter to the superintendent.



SY 2009-10 Civil Rights Data Collection

[Home](#) [FAQ](#) [Downloads](#) [Contact Support](#)

SY 2009-10 Civil Rights Data Collection

Advance Web Site

Background

The mission of the Department of Education's (ED) Office for Civil Rights is to ensure equal access to education and to promote educational excellence throughout the nation through vigorous enforcement of civil rights.

The SY 2009-10 Civil Rights Data Collection (CRDC) will provide data on key education and civil rights issues in our nation's public schools. The CRDC collects information about students in public schools, including enrollment, educational services, and academic proficiency results, disaggregated by race/ethnicity, sex, limited English proficiency, and disability. A sample of districts were selected for the survey and their participation is mandatory. This information is used by ED's Office for Civil Rights (OCR) and other ED offices as well as policymakers outside of ED.

This Web site is established to provide CRDC information for districts that have been selected for the SY 2009-10 collection. The Web site serves three purposes:

- Provides information to the selected districts concerning the SY 2009-10 Civil Rights Data Collection.
- Collects updated contact information from the selected districts needed for survey distribution and follow-ups.
- Collects updated status information from the selected districts concerning their status and the status of their schools.

The contact and status information gathered during this pre-survey outreach is extremely important for ED to provide your district with timely information concerning the SY 2009-10 CRDC.

[Click here](#) for instructions on how to get started with your district updates.

Please log in to update your district's information

Login ID:

Password:

Contact support.



SY 2009-10 Civil Rights Data Collection

[District Profile](#) [FAQ](#) [Downloads](#) [Contact Support](#) [Sign Out](#)

Technical Support

Need Technical Support?

Support is available to you. If you have any questions, concerns, or feedback in regard to the SY 2009-10 CRDC or this Web site, please contact the Partner Support Center (PSC) between 8am - 6pm EST via telephone, fax, or e-mail. Outside of these hours or on federal holidays, you may leave a message for the PSC.

The following are ways to contact the Partner Support Center.

Telephone 1-877-HLP-EDEN (1-877-457-3336)

Fax 1-888-FAX-EDEN (1-888-329-3336)

e-mail EDEN_CRDC@ED.GOV

Additionally, hearing impaired persons may contact the Partner Support Center at TTY/TDD: 888-403-3336 (888-403-EDEN).

An e-mail can be sent to PSC by clicking the following link:

EDEN_CRDC@ed.gov

Frequently Asked Questions (FAQs)

The frequently asked questions document will be posted prior to the opening of the SY 2009-10 survey.



SY 2009-10 Civil Rights Data Collection

[Home](#) [FAQ](#) [Downloads](#) [Contact Support](#)

Frequently Asked Questions



The frequently asked questions document will be posted prior to the opening of the SY 2009-10 survey.

[Back](#)

Download SY 2009-10 CRDC information.

Draft table layouts are available. Further information will be posted when it is available.

Note: The draft table layouts are FOR INFORMATION ONLY. They cannot be used to submit data.



SY 2009-10 Civil Rights Data Collection

[District Profile](#) [FAQ](#) [Downloads](#) [Contact Support](#) [Sign Out](#)

Downloads

[Letter to Superintendents of Regular LEAs \(pdf\)](#)
[Letter to Superintendents of RESAs \(pdf\)](#)
[Letter to Directors of Juvenile Justice Agencies \(pdf\)](#)
[Supplemental Information for RESAs \(pdf\)](#)
[Advance Web Site Instructions \(pdf\)](#)
Draft SY 2009-10 CRDC Table Layouts- Coming Soon!

Link to Adobe Acrobat Reader download site: <http://www.adobe.com/products/acrobat/readstep2.html>
Link to plug-in and viewers page on ed.gov: <http://www.ed.gov/help/reqs/download/viewers.html?src=gu>

[Back](#)

Forgot password screen.

**SY 2009-10 Civil Rights Data Collection**

HomeFAQDownloadsContact Support

Forgot your password?

Please note that your district's login information (login ID and password) is included in the letter received from the Department of Education concerning the SY 2009-10 CRDC.

If your district's designated Principal Contact Person (PCP) does not have their password and has previously updated their e-mail address through this Web site, we can auto e-mail it to your PCP. Type in your login ID and click the E-mail Password button. Your password will be sent to you shortly.

Please enter your Login ID

District Login ID:

E-mail Password

If you do not have your password and have not previously provided your e-mail through this Web site, please contact Partner Support for assistance by telephone 1-877-HLP-EDEN or by e-mail EDEN_CRDC@ed.gov


[Try Again?](#)

*****KEY STEP*****

Step 1. Verify district profile.

Provide your contact information: District, Superintendent, Principal Contact Person (PCP) and Alternate Contact Person (ACP). It is essential that you provide mailing address, e-mail address, and telephone number.

For reporting option, most LEAs will select "Web." This allows you to type your information into screens on the Web. LEAs that have an electronic student record system and information technology staff may provide data by a file submission that follows technical specifications and should select "Flat File Submission."



SY 2009-10 Civil Rights Data Collection

[District Profile](#) [FAQ](#) [Downloads](#) [Contact Support](#) [Sign Out](#)

District Profile

Step 1 of 3: Verify District Profile

Please update your district's information and provide points of contact for future CRDC correspondence.

Note: If your district's status has changed (e.g. closed, inactive, no students, etc.), please contact Partner Support for assistance by telephone 1-877-HLP-EDEN or by e-mail EDEN_CRDC@ed.gov

This data is essential for ED to provide your district with timely information concerning the SY 2009-10 CRDC.

Once your district information is completed and verified, click the Continue button to proceed to the list of schools.

Required fields are noted with an asterisk (*).

LEA ID1200930

District StatusOpen and no change

Reporting Option *

☐ Web

☐ Flat File Submission

District Name *INDIAN RIVER

Mailing Address *1990 25TH STREET

City *VERO BEACH

State *FL

Zip *32960

County *

Telephone Number *(772) 564-3150

Telephone ExtensionType in number without formatting (e.g. 7035551212)

Fax NumberType in number without formatting (e.g. 7035551212)

Superintendent Information

Use district's mailing address

Yes

Name *

Mailing Address *

City *

State * ** Please Select **

Zip *

Telephone Number *

Telephone ExtensionType in number without formatting (e.g. 7035551212)

FaxType in number without formatting (e.g. 7035551212)

e-mail *

Confirm e-mail *

SY 2009-10 CRDC Principal Contact Person (PCP)

Superintendent is the PCP

Yes

Use district's mailing address

Yes

Name *

Title

Mailing Address *

City *

State * ** Please Select **

Zip *

Telephone Number *

Telephone ExtensionType in number without formatting (e.g. 7035551212)

FaxType in number without formatting (e.g. 7035551212)

e-mail *

Confirm e-mail *

Optional - Alternate Contact Person

Use district's mailing address

** Please Select **

Name *

Title

Mailing Address *

City *

State * ** Please Select **

Zip *

Telephone Number *

ExtensionType in number without formatting (e.g. 7035551212)

FaxType in number without formatting (e.g. 7035551212)

e-mail *

Confirm e-mail *

* Required fields

Save

Clear

Continue

5

*****KEY STEP*****

Step 2. Verify school list.


Review the list of schools in your district.


For CRDC purposes, a facility in your district is considered a school and must be included in the CRDC if any elementary and/or secondary students attend for more than 50% of their school day, even if that school does not report AYP because its students are registered and have accountability elsewhere. Please note that a “school” for CRDC purposes may include an entity that is classified by the Department’s Common Core of Data (CCD) as an “alternative school” or “reportable program.” For CRDC, you will count students WHERE THEY ACTUALLY ATTEND.

The initial status for all listed schools is “Open and must report.” If a school in the list is not actually open with students attending for SY 2009-10, or if there is another reason that the district believes it does not need to report on the school, then the district contact needs to explain so that the school can be removed from the district’s CRDC list. For any such school in the list, click the school ID to go to the Update School Information screen, where you will be able to request that the school be removed from your list.

If there are schools (or reportable programs) in your district that do not appear on the list and they actually have students in attendance, then click Add a School to go to the Add School screen, where you will be able to provide information on this school.

As you recommend removal or addition of school(s), the list will update. Before you complete this step, be sure that all entities in your district that have students in attendance are included in the list of schools on your screen.



**SY 2009-10 Civil Rights Data Collection**


[District Profile](#) [FAQ](#) [Downloads](#) [Contact Support](#) [Sign Out](#)

District Profile

Step 2 of 3: Verify School List

Please review the following list of schools within your district. After your school information is verified, and no corrections are required, click the Continue button to proceed to the final screen.










If you need to change information on a specific school, click on the  icon on the appropriate row.





If you need to add a school, click the add school icon  below.

You can change the sort order by clicking the column heading.

School List

Operating Status Code All

       1 of 1   7 Items 100 /Page Go

School ID	Name	Address	City	Zip	Operating Status	Reason
 010000500870	ALBERTVILLE MIDDLE SCHOOL	600 E ALABAMA AVE	ALBERTVILLE	35950	Not required to report	Closed: cross-district restructuring
 010000500871	ALBERTVILLE HIGH SCHOOL	402 E MCCORD AVE	ALBERTVILLE	35950	Open and must report	
 010000500879	EVANS ELEMENTARY SCHOOL	901 W MCKINNEY AVE	ALBERTVILLE	35950	Open and must report	
 010000500889	ALBERTVILLE ELEMENTARY SCHOOL	1100 HORTON RD	ALBERTVILLE	35950	Open and must report	
 010000501616	BIG SPRING LAKE KINDERGARTEN SCHOOL	257 COUNTRY CLUB RD	ALBERTVILLE	35951	Open and must report	
 010000599998	TRT	trt	trt	33333	Open and must report	
 010000599999	ALBERTVILLE PRIMARY SCHOOL	1100 Horton Road	ALBERTVILLE	35950	Open and must report	

*****KEY STEP*****

Step 2, continued. Update school information.

Use the screen shown below to:

- Identify a change in the name or address of the school.
- Request that the school be removed from your district's list for CRDC reporting.

For a name and/or address change:

- Leave the school status as "Open and must report."
- Make the needed corrections.
- Press Continue to return to the list of schools.

To request that a school be removed from your district's CRDC School List:

- Select "Not required to report" from the School Status dropdown menu.
- Correct the name and address if necessary
- Select the appropriate reason from the Reason for Not Reporting dropdown menu.
- If applicable, select the last year the school was in operation.
- In the explanation box, provide adequate information to explain the situation to those who will review your request. An explanation is required. Enter at least the information indicated in the guidelines below. Also enter any further information that would explain the individual situation.

Reason for Not Reporting	Definition	Explanation Must Include
Closed: ceased operation	Not in operation for SY 2009-10; is not expected to operate in the future.	Where do students attend instead?
Closed: reorganization within district	School merged into another school in the same district, other school is on the list; school divided and original school is no longer open. (Don't forget to add the new schools under Add a School.)	Name of school it merged into or names of schools it divided into.
Closed: cross-district restructuring	School ceased to operate under this district due to merger, consolidation, division, etc. involving other districts.	Name of other district involved in the restructuring.
Inactive	School is temporarily closed for SY 2009-10; may reopen.	Why is it closed; when do you expect it to re-open?
No students in actual attendance	No students are in physical attendance at this school. Examples: students tutored to another agency; homebound program providing short term educational services to students enrolled in a regular school.	What type of program/services does it offer or what provisions are made for students who might otherwise attend this school?
Half-day services or less	School providing part day (50% of the day or less) educational services to students enrolled in a regular school. Example: vocational school offering part day classes.	What type of programs/services does it offer and what portion of the day is the most a student would attend?
Not a public school	Not a public elementary or secondary school. Example: a private school, a parochial school.	Type of non-public school
Not a regular elementary or secondary school	A facility that does not provide regular education to elementary or secondary students. Example: administrative site; adult only school; day care facility; tutoring program; after school program; shelter facility.	What type of programs/services does it offer and for what type of attendee?
Charter school operated outside this district's jurisdiction.	Direct fund charter school operating <u>as an LEA</u> other than the LEA that is cited as the district. This exception covers only a charter school that is not affiliated with the district that is in the survey. Note that a district must report on charter schools for which the district is the chartering agency.	What is the chartering agency for this charter school? Is it a charter school operating as its own LEA?
Future	School is not in operation in SY 2009-10; expected to open in the future.	When is the school expected to open? What other schools will be affected at that time?
Error in the school file	Examples: A duplicate listing of a school that is included on the list elsewhere; school never existed.	Explain the specific error.

- If the status or reason choices do not cover the situation, then CALL or E-MAIL the Partner Support Center.
- Press Continue to return to the School List screen.

Update School Information

Please make the appropriate updates to the selected school and click the Save button to return to the school list.

Note: If a change is made to the School Status, please use the comment field to provide as much detail as possible concerning the status change, for example, number and names of schools involved or student count changes.

School Information

School	010000500870
School Status *	Open and must report ▼
School Name *	ALBERTVILLE MIDDLE SCHOOL
Address *	600 E ALABAMA AVE
City *	ALBERTVILLE
State Code *	AL ▼
ZIP Code *	35950
*	

* Required fields

Save

Cancel

Update School Information

Please make the appropriate updates to the selected school and click the Save button to return to the school list.

Note: If a change is made to the School Status, please use the comment field to provide as much detail as possible concerning the status change, for example, number and names of schools involved or student count changes.

School Information

School	010000500870
School Status *	Not required to report ▼
School Name *	ALBERTVILLE MIDDLE SCHOOL
Address *	600 E ALABAMA AVE
City *	ALBERTVILLE
State Code *	AL ▼
ZIP Code *	35950

The following information is required only if the school status changed (will not report)

Reason for Not Reporting
[Click here](#) for the description of the acceptable reasons.

** Please Select ** ▼







Explanation *

The school is closed.

1000 character limit

As you make your updates to schools and return to the school list, the status column will update.

Additionally, a chart at the bottom of the screen will provide a summary count, by school status, with a total count as well.

	020000100474	NIGHTMUTE SCHOOL	GENERAL DELIVERY	NIGHTMUTE	99690	Open and must report	
	020000100475	QUGCUUN MEMORIAL SCHOOL	PO BOX 6199	NAPASKIAK	99559	Open and must report	
	020000100476	ROCKY MOUNTAIN SCHOOL	PO BOX 153	GOODNEWS BAY	99589	Open and must report	
	020000100619	AKIUK MEMORIAL SCHOOL	104 VILLAGE ROAD	KASIGLUK	99609	Open and must report	
	020000100620	BETHEL YOUTH FACILITY	PO BOX 1988	BETHEL	99559	Open and must report	
	020000199999	ARVIQ SCHOOL	PO Box 28	Platinum	99651	Open and must report	

School Status Summary		
Status	Status Count	
Not required to report -- Closed: ceased operation	1	
Open and must report	27	
Grand Total:	28	

[Back](#)
[Continue](#)

*****KEY STEP*****

Step 2 continued. Add schools.

If your district operates a school that is not on the list, you must add it. For the purposes of the CRDC school list, "school" includes any facility or program that has students in actual attendance for more than 50% of the school day.







To add a school:

- Click the "Add School" icon, which is the left-most icon in the row of icons immediately above the school list on the Verify School List screen.
- The system will generate a temporary ID, which will be used for the CRDC until the school record can be matched to a record in the Department's Common Core of Data (CCD).
- Provide the School Name.
- For an added school, the School Status is automatically "Open and must report."
- Provide the Address—city, state, and zip
- In the explanation box, provide adequate information to explain the situation to those who will review your addition. An explanation is required. For example, was this a newly created school or program? Where did its students attend before it opened? Is it reopening after renovations or after a disaster? Where did its students attend while it was inactive? Is it a school or program that has been there all along and for an unknown reason wasn't on the list?
- If an NCES ID has been assigned to this school, give it in the Explanation box.
- Press Save to save your entries, but remain on the Add School screen
- Press Continue to return to the School List screen.

The screenshot shows the 'SY 2009-10 Civil Rights Data Collection' interface. At the top is a header with the Florida Department of Education logo and a navigation bar with links: District Profile, FAQ, Downloads, Contact Support, and Sign Out. Below the header, a message states: 'Please enter the appropriate information for the added school. Click the Save button to return to the School List. Repeat as many times as necessary.' A note follows: 'Note: The system will automatically generate a unique School ID for each added school.' The main form is titled 'Add School' and contains the following fields: 'School ID (will be automatically generated)' (read-only), 'School Name *' (text input), 'Address *' (text input), 'City *' (text input), 'State Code *' (dropdown menu with 'AL' selected), 'ZIP Code *' (text input), and 'Explanation *' (text area with a '1000 character limit' note). A 'Required Fields *' label is at the bottom left of the form. At the bottom of the form are 'Save' and 'Cancel' buttons.

Once you have completed your changes, confirm that your school list is accurate. Review the summary chart at the bottom of the School List screen. The number of schools that are “Open and must report” is the number of school-level forms that you will be required to complete in the CRDC survey when it opens in March. It is also the number of schools that you will report on your LEA-level form when the CRDC survey opens in March.

When you have confirmed that your school list is accurate, press Continue from the School List screen.



	020000100474	NIGHTMUTE SCHOOL	GENERAL DELIVERY	NIGHTMUTE	99690	Open and must report	
	020000100475	QUGCUUN MEMORIAL SCHOOL	PO BOX 6199	NAPASKIAK	99559	Open and must report	
	020000100476	ROCKY MOUNTAIN SCHOOL	PO BOX 153	GOODNEWS BAY	99589	Open and must report	
	020000100619	AKIUK MEMORIAL SCHOOL	104 VILLAGE ROAD	KASIGLUK	99609	Open and must report	
	020000100620	BETHEL YOUTH FACILITY	PO BOX 1988	BETHEL	99559	Open and must report	
	020000199999	ARVIQ SCHOOL	PO Box 28	Platinum	99651	Open and must report	

School Status Summary		
Status	Status Count	
Not required to report -- Closed; ceased operation	1	
Open and must report	27	
Grand Total:	28	

[Back](#)
[Continue](#)

Step 3. Confirm completion.

Respond to indicate whether you have completed your district profile updates.
If you respond "Yes," you may still make additional updates later.
If you respond "No" please return soon to complete the review.
You must finish by January 15, 2010.



SY 2009-10 Civil Rights Data Collection

[District Profile](#) [FAQ](#) [Downloads](#) [Contact Support](#) [Sign Out](#)

Step 3 of 3: Confirm Completion

Thank you for your participation in the pre-survey outreach for the 2009-10 CRDC.

LEA ID 0100005

Agency Name ALBERTVILLE CITY

Have you completed your district profile updates?

☒ Yes

☐ No

Click the Continue button to confirm your selection

[Back](#) [Continue](#)

If you responded that you were not finished, you will get this logout screen

The screenshot shows a web interface for the 'SY 2009-10 Civil Rights Data Collection'. At the top left is the Department of Education logo. To its right is a red banner with a white checkmark icon and the text 'SY 2009-10 Civil Rights Data Collection'. Below the banner is a navigation bar with links: 'District Profile' (highlighted), 'FAQ', 'Downloads', 'Contact Support', and 'Sign Out'. The main content area is titled 'District Profile' and contains the following text: 'Thank you for your updates!', 'Remember to log back in as soon as possible to complete your updates.', 'The data gathered during this pre-survey outreach is essential for ED to provide your district with timely information concerning the 2009-10 CRDC.', 'Information concerning the actual data collection will be forthcoming via e-mail to your designated Principal Contact Person.', and 'Click the Continue button to log out of the secure section of the Web site.' At the bottom are two buttons: 'Back' and 'Continue'.

If you responded that you were finished, you will get this Thank You and logout screen.

The screenshot shows a web interface for the 'SY 2009-10 Civil Rights Data Collection'. At the top left is the Department of Education logo. To its right is a red banner with a white checkmark icon and the text 'SY 2009-10 Civil Rights Data Collection'. Below the banner is a navigation bar with links: 'District Profile' (highlighted), 'FAQ', 'Downloads', 'Contact Support', and 'Sign Out'. The main content area is titled 'District Profile' and contains the following text: 'Thank you for completing your updates!', 'The data gathered during this pre-survey outreach is essential for ED to provide your district with timely information concerning the 2009-10 CRDC.', 'Please note that you may make additional updates to the information you have provided until this function is closed.', 'Information concerning the actual data collection will be forthcoming via e-mail to your designated Principal Contact Person.', and 'Click the Continue button to log out of the secure section of the Web site.' At the bottom are two buttons: 'Back' and 'Continue'.

In either case, you can log back into the CRDC Advance Web Site (through approximately January 15, 2010) to download updated information about the CRDC.

If you discover that you need to change another school after the Advance Web Site closes, please CALL or E-MAIL the Partner Support Center.

*******KEY STEP*******

Preparing for the CRDC Survey.

You can get a head start on the CRDC by downloading the draft table layouts now; they are available on the Advance Web Site. Please note that the CRDC is an electronic collection. The paper forms are not to be used for submission; however, they do provide you with the questions and tables that are expected to appear in the actual CRDC. The final content will be based on OMB's determination after the end of public comment.

Select "Downloads" from the menu at the top of the Advance Web Site. The following documents are available:

- Advance Web Site Instructions—provides detailed instructions for completing the district profile in advance of the opening of the CRDC survey.
- Supplemental Information for RESAs and BOCES—provides assistance in determining whether a district that is a Regional Services Agency must report in the CRDC survey.
- Letter to superintendents—is a copy of the notification letter that was sent to superintendents of regular school districts.
- Letter to RESA superintendents—is a copy of the notification letter that was sent to superintendents of RESAs and BOCES.
- Letter to directors of juvenile justice agencies—is a copy of the notification letter that was sent to directors of juvenile justice agencies.
- Draft SY 2009-10 CRDC table layouts—is a preview of the proposed content areas for this collection, provided solely for planning purposes. The collection is in the public comment period and final determination of content by the Office of Management and Budget (OMB) is expected in January 2010. These draft layouts do not contain full instructions or definitions and may not be used to submit your data.

**THANK YOU FOR COMPLETING YOUR CRDC LEA PROFILE UPDATE.
SEE YOU AGAIN IN MARCH 2010 FOR THE CRDC SURVEY!**